

MARYLAND STATE HIGHWAY ADMINISTRATION
OFFICE OF PROCUREMENT AND CONTRACT MANAGEMENT
CONSULTANT SERVICES DIVISION
707 NORTH CALVERT STREET
BALTIMORE, MARYLAND 21202

March 4, 2015

Contract No.: BCS 2014-19
Description: Environmental Design,
Management & Inspection Services,
Statewide

EXPRESSION OF INTEREST ADDENDUM NO. 1

To All Consultant Candidates:

Please be advised that the Expression of Interest **submittal deadline for Contract BCS 2014-19 is due by 12:00 PM (NOON) on March 18, 2015.** Expression of Interests received after the deadline will not be accepted no matter how transmitted and will be returned unopened to the Consultant.

This addendum is being issued on the Advertisement for BCS 2014-19. All prospective Consultants must acknowledge the clarifications, revisions, additions and/or deletions listed below for this Expression of Interest Addendum No. 1 by signing, dating and attaching this addendum to the front of their Expression of Interest submittal. Failure to attach this signed and dated Addendum No. 1 in the Expression of Interest submittal (as a PDF on the CD and in the bound Expression of Interest copies) may result in rejection.

Please note the following addendum advertisement requirement changes:

1. 4. c. iii. on Page 5:

REPLACE with the following:

The Primary Liaison may or may not be one of the Key Staff individuals.

(NOTE: A Project Manager is not required – only a Primary Liaison).

Please note additional direction in the advertisement on Page 4; 4. a.: The Primary Liaison, DBE Liaison Officer, and the firm's procurement contact may be the same or different individuals. The roles and names of the individuals must be outlined in the required Letter of Interest.

2. 4. c. iii. Key Staff 1 on Page 5:

REPLACE with the following:

1. **Key Staff 1: Landscape Architect must possess a minimum of a Bachelor's degree in Landscape Architecture from a Landscape Architectural Program accredited by the Landscape Architectural Accreditation Board and licensed in the State of Maryland with expertise in developing plans, specifications and estimates for landscape installation and maintenance, invasive species removal, wetland and stream restoration, and native species restoration projects, with a minimum of three (3) years experience, and may be employed by the Prime/JV or any of the Subconsultants.**

3. 4. c. iii. Key Staff 1 and 2 on Page 5:

REPLACE with the following:

Key Staff 1 and 2 may be employed by the Prime/JV or any of the Subconsultants.

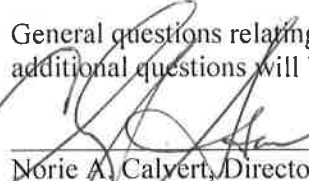
CONSULTANT QUESTIONS

- Q1: “Our team would include Subconsultants for the roles of Landscape Architect and Arborist. Therefore, we would like to ascertain if one of our in-house Key Staff members who has a Bachelor’s degree in Wildlife and Fisheries Management and holds a Maryland Department of Natural Resources “Qualified Forest Professional” certification would, instead, be permitted to serve as the Project Manager/Primary Liaison for this contract (as opposed to Key Staff 1 or 2 as noted). This individual has a strong background and expertise in forestry, forest conservation plans, habitat assessments, soils, wetlands, and environmental sciences and permitting.”
- A1: **Please note the change on page one (1) of this Addendum regarding the Primary Liaison.**
- Q2: “Please confirm a DBE firm submitting as the prime consultant can meet the 17% DBE contract goal.”
- A2: **Please refer to 49 Code of Federal Regulations (CFR) 26.55 – How is DBE participation counted towards goals? for guidelines on a Prime’s DBE participation.**
- Q3: “Can similar project experience be submitted for Subconsultants or are all similar projects required from the prime?”
- A3: **Similar projects can be submitted for the Prime/JV firms or Subconsultants proposed by the Prime/JV. However, the similar projects must clearly state the Project Owner’s (Firm) Name, Address, Project Manager’s Name and Phone Number per the SF 255 headers.**
- Q4: “Does SHA require an Investment Activities in Iran Certification from Subconsultants or only from the prime firm?”
- A4: **Required from the Prime/Joint Venture (JV) only.**
- Q5: “Should we include Subcontractor personnel on line A of SF 255 item #4, personnel to be utilized on this contract? We will not include subcontractor personnel on line B.”
- A5: **Per the instructions in BCS 2014-19’s Advertisement for Item #4, Personnel by Discipline:**
The Consultant shall document personnel by discipline presently employed at the work location proposed. If more than one (1) location is being proposed by the Consultant, the Consultant must clearly document all locations proposed and show the total number of personnel by discipline for all locations proposed. Subconsultant personnel are not to be included.
- Q6: “How do we find a list of firms that currently hold a past contract for these services? We searched on eMaryland Marketplace to no avail. Any guidance you can provide would be very helpful.”
- A6: **During the recent eMaryland Marketplace upgraded historical data was not uploaded, therefore historical searches cannot be performed. Past contract incumbents are:**

Development Facilitators, Inc. and the JV of Whitney, Bailey, Cox & Magnani, LLC/Century Engineering, Inc.

- Q7. “As far as the key staff requirements as listed on page 5 of the solicitation, we see that key staff members must have a minimum of three years of experience and be employed by the Prime. We assume that if the key staff member has the required number of years of experience while employed with a previous employer that those individuals will be permitted to be listed though they may not have three years of experience with current Prime. Please clarify that our assumption is correct. “
- A7. **The advertisement for Key Staff members’ years of experience does not reference any employment restrictions, therefore their years of experience counts regardless where they were employed.**
- Q8. “Key Staff 4 and Key Staff 5 descriptions are identical. Was #5 meant to be eliminated or to have different language?”
- A8. **No. Per the advertisement, we are asking for two (2) Key Staff (Key Staff 4 and 5) with the same qualifications.**

General questions relating to this Addendum No. 1 may be directed to opcm@sha.state.md.us. No additional questions will be accepted one (1) week before the due date and time.



Norie A. Calvert, Director
SHA's Office of Procurement and
Contract Management

3/4/15
Date

Acknowledgement of Receipt of Addendum No. 1 for BCS 2014-19

(Company)

(Signature-Authorized Official)

Title

Date